USDA

United States
Department of Agriculture

Office of the Chief Information Officer

DN 3300-017

Commercial Wireless Technologies in USDA - Pilot Tests

Commercial Wireless Technologies in USDA - Pilot Tests

TABLE OF CONTENTS

U.S. DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

	Number:
# DEPARTMENTAL NOTICE	3300-017

SUBJECT:	DATE: April 20, 2005
Commercial Wireless Technologies in USDA - Pilot Tests	**OPI:** Office of the Chief Information Officer, Telecommunications Policy and Planning Division

CODIFICATION/EXPIRATION:
This Notice will expire one year from the date it is signed, unless rescinded or canceled earlier.

1   PURPOSE

This Departmental Notice establishes organizational roles and responsibilities of USDA Agencies and Staff Offices when conducting pilot tests of new commercial wireless technologies.

2   POLICY

USDA's Office of the Chief Information Officer (OCIO) will establish Departmental procedures to facilitate the adoption of next generation wireless technologies and eliminate redundant agency and staff office pilot tests of commercial wireless technologies. Agencies and staff offices will use OCIO established procedures for conducting and coordinating pilot tests and will share test results with one another through the OCIO established processes. Specific organizational roles and responsibilities are outlined in Section 6 of this DN.

3   BACKGROUND

Wireless technology pilot tests are either in progress or have recently been conducted in a number of USDA agencies and staff offices. However, outcomes and lessons learned are not documented and shared with other agencies. Therefore, USDA is establishing a process to centrally coordinate reporting and sharing of information gathered on wireless technologies through various pilot tests. In doing so, it is USDA's goal to achieve improved collaboration and sharing among USDA Agencies and Staff Offices about information gathered from pilot tests on commercial wireless technologies.

4   SCOPE

This notice applies to all USDA agency and staff office personnel, including non-government personnel authorized to use USDA wireless networks.

It applies to all commercial wireless devices, services and technologies that transmit voice and data including video. This also includes portable electronic devices (PED) such as laptop computers with wireless capability, cellular/personal communications system (PCS) devices, personal digital assistants (PDA), paging devices, Global Positioning System (GPS) receivers, Radio Frequency Identification Devices (RFID), fixed telemetry devices, and any other commercial wireless devices capable of storing, processing, or transmitting information. Services include Wireless Local Area Network (LAN), Wireless Wide Area Network (WWAN), and Personal Area Network (PAN). This policy does not address classified communications.

5   REFERENCES

Office of Management and Budget. *OMB Circular A-11, Preparation, Submission and Execution of the Budgets.* July 16, 2004.

Congress, *Information Technology Management Reform Act (ITMRA or the Clinger-Cohen Act), TITLE LIII—Information Technology Acquisition Pilot Program, Subtitle A— Conduct of Pilot Programs, Section 5301 - Authority to Conduct Pilot Programs.* 1996.

6   DEFINITIONS

a   <u>Commercial Wireless Devices</u>.   Devices, Services, and Technologies commercially procured and intended for use in commercial and unlicensed frequency bands.

b   <u>Pilot Test</u> – A small-scale implementation of technology designed and implemented prior to full implementation. Pilot tests are a part of sound project management practice. A pilot test or a series of pilot tests can be used to collect useful data and to solve problems prior to full implementation. Well-planned pilots can substantially reduce project risks. As the term implies, pilots often steer or control the course of future experiments or development.

c   <u>Telecommunications Mission Area Control Officers (TMACOs)</u>.   A senior telecommunications manager designated to have both responsibility and authority to acquire mission area/agency network access telecommunications services and equipment; to ensure and maintain proper business case documentation; and, to commit the mission area/agency to multi agency site solutions. TMACOs are required to be certified by the Office of the Chief Information Officer.

     d   <u>Wireless Equipment/Devices.</u> Physical hardware capable of transmitting or receiving information across a wireless medium.

7   ROLES AND RESPONSIBILITIES

     a   <u>The Office of the Chief Information Officer (OCIO)-Telecommunications Services and Operations (TSO) will:</u>

        (1) Incorporate special provisions for wireless pilot programs in the waiver approval process for telecommunications products and services.

        (2) Develop a collaborative process to share information across the Department about pilot tests.

            (a)   Establish a protected Web site restricted to USDA personnel for posting information regarding wireless technology pilot tests that are planned, underway, or completed, on behalf of all Agencies and Staff Offices.

            (b)   Post summary information regarding pilot tests submitted by the TMACOs.

            (c)   Distribute reports on wireless pilot test summaries submitted by TMACOs to the Department CIO and IT Leadership in order to use the information for planning and decision making.

            (d)   Establish an incentive program whereby elements of successful pilots may be considered for adoption as USDA standards.

     b   <u>Agencies and Staff Offices will:</u>

        (1) Follow USDA processes for initiating pilot projects including the following:

            (a) The Telecommunications Mission Area Control Officers (TMACOs) are responsible for preparing and submitting a request for approval to deploy a pilot test for wireless technologies to the Associate Chief Information Officer for Telecommunications.

            (b) A description of the proposed pilot test should be sufficiently detailed to allow an individual to determine whether the pilot could apply to another organization. Information needed may include:

                <u>1</u> Names, models, and versions of the wireless equipment, or a description of the commercial services proposed;

                <u>2</u> A description of the business requirement or the problem to be solved;

                <u>3</u> The anticipated duration, scope, and staffing for the pilot;

    <u>4</u> The physical locations of the pilot (the "E911" address);

    <u>5</u> The expected costs of the pilot and of the proposed final implementation;

    <u>6</u> The number of any corresponding CPIC submission or waiver request;

    <u>7</u> The names, telephone numbers, and e-mail addresses of the pilot test or project leader and of the program manager in the business area for which this work is being done; and

    <u>8</u> The expected start and end dates of the pilot and of the entire project.

(c) Check the OCIO-maintained website to determine if a similar pilot is underway or has been completed.

    <u>1</u> Facilitate an internal review of prior pilot tests that may provide the information needed to:

      i Move forward without initiating a new pilot, or

     ii Incorporate experiences and knowledge from previous or current pilot tests into the newly proposed test.

(2) Ensure that tests follow Federal, USDA, and OCIO guidelines including the loan of equipment and services obtained without charge from vendors.

(3) Conduct pilots under realistic conditions or using modeling and simulation technologies. Details, outcomes, and lessons learned shall be documented.

(4) Ensure that subject matter experts conduct pilots in order to ensure that the technologies are tested appropriately.

(5) Ensure that the pilot team updates the information on the OCIO Website to include the findings of the pilot to include decisions regarding the "go" or "no go" status of the entire project.

8   INQUIRIES

Direct all questions concerning this notice to the Telecommunications Policy and Planning Division (TPPD), Telecommunications Services and Operations, Office of the Chief Information Officer.